



STATE OF OKLAHOMA  
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

August 9, 2019  
Date

325  
Number

The Real Estate Appraiser Board, established pursuant to the provisions of the Oklahoma Certified Real Estate Appraisers Act, held a regular session meeting on August 9th, 2019 at 9:35 a.m. The meeting was held in the Public Meeting Room of the offices of the Oklahoma Insurance Department at 5 Corporate Plaza, 3625 NW 56th Street, Suite 100, Oklahoma City, Oklahoma. In compliance with the Open Meeting Act, 25 O.S. §301 et seq., the agenda for this meeting was posted at the main entrance of the Oklahoma Insurance Department at 3625 NW 56th Street, Suite 100, Oklahoma City, Oklahoma on Wednesday, August 7th, 2019 at 9:30 a.m., and transmitted to the offices of the Board members on August 2nd, 2019 and posted to the REAB website on August 7th, 2019. The agenda is attached as Exhibit "A".

- I. **CALL TO ORDER.** Stephen C. Walton called the meeting to order at 9:35 a.m. The roll of Board members was called to establish a quorum.

Board members present were: Stephen C. Walton;  
Brandon J. Witt;  
H.E. Ted Smith;  
Timothy R. Ledbetter;  
Patty Broome

Board members excused were: Glen Mulready, Becky Zarecki and Lee R. Caesar, Jr.

Based on the result of the roll call, a quorum was declared present by the Chair.

Others in attendance were: Bryan Neal, Assistant Attorney General; Christine McEntire, Director; Barron Brown, OIA Counsel; and Eric Schoen, Administrative Officer III. Others present were: Steven McCaleb, Rod Bien, Mike Cordell and Darion Neal.

- II. **READING AND APPROVAL OF MINUTES.** (Exhibit "B")

Mr. Smith moved that the reading of the minutes of the July 12th, 2019 session be waived and approved as published and distributed. The Motion was seconded by Ms. Broome. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Excused
	Mr. Witt	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Yes
	Ms. Zarecki	Excused

THE RESULT WAS FIVE VOTES IN THE AFFIRMATIVE, TWO EXCUSED, AND NONE OPPOSED. THE MOTION WAS AGREED TO.

- III. **DISCUSSION AND POSSIBLE ACTION REGARDING A CONSENT ORDER IN THE MATTER OF ALAN PURSLEY, COMPLAINT #18-028; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.**

Tabled to the September 6<sup>th</sup>, 2019 Board meeting due to the lack of a quorum.

- IV. **CHAIRPERSON'S REPORT.** The Chairperson offered no report.

**VICE-CHAIRPERSON'S REPORT.** The Vice-Chairperson offered no report.

**DIRECTOR'S REPORT.**

- A. **Discussion and possible action regarding suspension of individuals for non-payment of annual fees due on May 31, 2019.** (Exhibit "C")

Mr. Smith made a Motion and it was seconded by Mr. Witt to approve Board staff to suspend the individuals listed in Agenda Item IV., Director's Report A. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Excused
	Mr. Witt	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Yes
	Ms. Zarecki	Excused

THE RESULT WAS FIVE VOTES IN THE AFFIRMATIVE, TWO EXCUSED, NONE RECUSED AND NONE OPPOSED. THE MOTION WAS AGREED TO.

**B. Discussion and possible action regarding approval of renewal applications due by September 30, 2019 and authority to issue certificates. (Exhibit "D")**

Mr. Smith made a Motion and it was seconded by Ms. Broome to approve Board staff to issue renewal certificates to the individuals listed in Agenda Item IV., Director's Report B. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Excused
	Mr. Witt	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Yes
	Ms. Zarecki	Excused

THE RESULT WAS FIVE VOTES IN THE AFFIRMATIVE, TWO EXCUSED, NONE RECUSED AND NONE OPPOSED. THE MOTION WAS AGREED TO.

**C. Discussion and possible action regarding approval of original certificate of registration for appraisal management companies. No report.**

**D. Discussion and possible action regarding approval of AMC renewal applications due by September 30, 2019 and authority to issue certificates. (Exhibit "E")**

Mr. Smith made a Motion and it was seconded by Mr. Ledbetter to issue a renewal certificate to the company listed in Agenda Item IV., Director's Report D. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Excused
	Mr. Witt	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Yes
	Ms. Zarecki	Excused

THE RESULT WAS FIVE VOTES IN THE AFFIRMATIVE, TWO EXCUSED, NONE RECUSED AND NONE OPPOSED. THE MOTION WAS AGREED TO.

**V. COMMITTEE REPORTS:**

**A. Standards and Disciplinary Procedures Committee. No report.**

**B. Education, Experience and Testing Committee:**

**1. Discussion and possible action regarding approval of course submittals. (Exhibit "F")**

**(A)** Mr. Witt made a Motion and it was seconded by Mr. Smith to approve the recommendation as presented in Agenda Item V. B. 1. A. The Chair ordered a roll call vote with the following results:

and/or committee members to assist Probable Cause Committee. No report.

2. Discussion and possible action regarding standard operating procedures for the Probable Cause Committee. No report.

3. Discussion and possible action regarding Probable Cause Committee disciplinary recommendations. No report.

VI. DISCUSSION AND POSSIBLE ACTION REGARDING APPOINTMENT OF AN INDIVIDUAL TO THE REAL ESTATE APPRAISER BOARD'S EDUCATION, EXPERIENCE AND TESTING COMMITTEE FOR THE REMAINDER OF CALENDAR YEAR 2019. (Exhibit "I")

Following a brief presentation by Christine McEntire, Mr. Smith made a Motion and it was seconded by Mr. Ledbetter to approve the appointment of Zachary R. Lay to the Education, Experience and Testing Committee replacing Jason W. Mikles listed in Agenda Item VI. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Excused
	Mr. Witt	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Yes
	Ms. Zarecki	Excused

THE RESULT WAS FIVE VOTES IN THE AFFIRMATIVE, TWO EXCUSED AND NONE OPPOSED. THE MOTION WAS AGREED TO.

VII. NEW BUSINESS. No report.

VIII. ADJOURNMENT. The Board adjourned by general consent.

OFFICIAL MINUTES.

The action taken by the Oklahoma Real Estate Appraiser Board on the items for consideration after Motion duly made and seconded has been noted, herein, and made a part of these minutes. The Board caused the entire proceeding of the meeting, excepting any executive sessions, to be recorded on a digital audio recording device to be retained as a record in the office of the Board. Exhibits are A through I.



  
STEPHEN C. WALTON, VICE-CHAIRPERSON  
OKLAHOMA REAL ESTATE APPRAISER BOARD

  
ERIC M. SCHOEN, BOARD SECRETARY  
OKLAHOMA REAL ESTATE APPRAISER BOARD